



**CALIFORNIA EMERGENCY MANAGEMENT AGENCY
LAW ENFORCEMENT AND VICTIM SERVICES**

April 28, 2009

TO: PROJECT DIRECTORS
Special Emphasis Victim Assistance Program (SE)

RE: FY 2009/10 REQUEST FOR APPLICATION (RFA)

The California Emergency Management Agency's (CalEMA) Law Enforcement and Victim Services Division is pleased to announce the release of the Special Emphasis Victim Assistance (SE) Program Request for Application (RFA) for Fiscal Year (FY) 2009/10.

The grant period will begin July 1, 2009 and end on June 30, 2010, or begin October 1, 2009 and end September 30, 2010 (see *Part I Application Due Date(s) and Submission Options* for the grant period that applies to your grant). It is anticipated there will be approximately \$1,870,000 available to fund the Special Emphasis Assistance Program in FY 2009/10. **This will be the last year for continued funding of the current grants under the Special Emphasis Assistance Program and that a new Request For Proposals (RFP) will be released for funding that begins in FY 2010/11.**

Funds for the Special Emphasis Victim Assistance Program are derived from Victims of Crime Act (VOCA) funds. Execution of this grant award is contingent upon CalEMA's approval of all required grant documents, passage of the State Budget Act, availability of Federal funds, and past project performance.

Projects must budget for a twelve (12) month grant period in accordance with their grant period as stated in Part I, C. *Application Due Date(s) and Submission Options*. The allocation for each program is \$110,000 with a required 20% match based on the total project cost. If the funding amount changes, you will be notified and required to submit new budget pages reflecting the new amounts.

Accurate and complete submission of information requested in this RFA will expedite timely processing of your application. Please pay particular attention to:

- *Line-item detail is required for each budget item along with justification for how the item ties to the objectives and activities of the SE grant;*
- *Mathematical calculations for all line-item expenses; and*
- *Original signatures by designated individuals, in the correct section(s) of the forms.*
- *After hours/emergency contact information to be provided at the end of the project narrative.*

Fillable Application Forms – The forms are available online and are not included in the RFA packet. Please see instructions at the top of the RFA, Part IV, Checklist and SE Project Directors

- Required Sequence form for access to the ([FORMS](#)) link at www.oes.ca.gov. **All of the forms have been revised to reflect our new agency's name and new form numbers. Please *do not* use forms from prior grant years as it will hold up the processing of your grant application into award.** An Excel Workbook is also available online with spreadsheets for each of the three budget categories.
- Signature Authorization Form – The Project Director and Financial Officer are required to sign this form and submit it with the Grant Award Forms package, whether or not authorization will be given to other individuals to sign grant documents on their behalf.
- Part III – Additional Information – This section was added in FY 2007/08 to provide additional guidance to applicants in completing the Grant Award Application packet.

The SE Program's RFA e-mail announcement includes a link to the RFA. The RFA and forms you need are also available on our website at [www.oes.ca.gov/Law Enforcement & Victim Services Division/RFA Funding Information](http://www.oes.ca.gov/Law%20Enforcement%20&%20Victim%20Services%20Division/RFA%20Funding%20Information). The forms needed to complete the application are located in "*Forms*."

To receive continuation funding in FY 2009/10, applicants must complete and return the enclosed application package to CalEMA by June 12, 2009 (as stated in Part I, C. *Application Due Date(s) and Submission Options*). Extensions requests will be reviewed and approved on a case by case basis, but may delay the ability to process the application into grant award by the appropriate start date for your particular grant.

Should you have any questions, please contact Bill Swearingen at (916) 324-3217 or via e-mail at Bill.Swearingen@oes.ca.gov.

Sincerely,

SALLY HENCKEN, Chief
Victim Services Section

Enclosure

**CALIFORNIA EMERGENCY MANAGEMENT AGENCY
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION
SPECIAL EMPHASIS VICTIM ASSISTANCE PROGRAM
REQUEST FOR APPLICATION**

TABLE OF CONTENTS

[Printable Version](#)

I. RFA INFORMATION

A. INTRODUCTION	1
B. CONTACT INFORMATION	1
C. APPLICATION DUE DATE	1
D. ELIGIBILITY	2
E. FUNDS	2
F. PROGRAM INFORMATION	4
G. SERVICE STANDARDS	4
H. ADA COMPLIANCE	8
I. PREPARING AN APPLICATION	8

II. INSTRUCTIONS

A. PROJECT BUDGET	9
1. Budget Narrative	9
2. Specific Budget Categories	10
B. PROJECT NARRATIVE	11
1. Problem Statement	12
2. Plan & Implementation	12
C. APPLICATION APPENDIX	13

III. ADDITIONAL INFORMATION

A. FINALIZING THE GRANT AWARD AGREEMENT	14
1. Standard Project Funding Authority	14
2. Processing Grant Awards	14

B.	ADMINISTRATIVE REQUIREMENTS	15
1.	<i>The Recipient Handbook</i>	15
2.	Internet Access	15
	Progress Reports and Data	
3.	Collection	15
4.	Monthly/Quarterly Report of Expenditures and Request for Funds	15
5.	Technical Assistance/Site Visits	16
	Monitoring	
6.	Requirements	16
7.	Bonding Requirements	16
8.	Audit Requirements	16
9.	Copyrights, Rights in Data and Patents	16
10.	Source Documentation	17
C.	BUDGET POLICY	17
1.	Supplanting Prohibited	17
2.	Project Income	17
3.	Methods of Contracting and/or Procurement	17
4.	MATCH REQUIREMENTS	18
5.	Travel Policies	18
6.	Participating Staff	19
7.	Independent Contractor / Consultant	19
8.	Facility Rental	20
9.	Rented or Leased Equipment	21
10.	Indirect Costs/Administrative Overhead	21
11.	Audits	21
12.	Equipment	21
13.	Prohibited Expense Items	22
D.	GLOSSARY OF TERMS	24
IV.	<u>FORMS</u> –Click on one of the form links below to access the form. Save the form to your hard drive before you attempt to fill it out. To access the complete list of forms on our website click on (FORMS), or go to www.oes.ca.gov and select “Forms”, or paste the following link into your browser: http://www.oes.ca.gov/WebPage/oeswebsite.nsf/OESBranchContentPortal?ReadForm&type=Forms&look=Grant%20Applications%20and%20Proposals%20(RFAs/RFPs)&Div=Law+Enforcement+and+Victim+Services+(LEVS	

)&Branch=Grant%20Applications%20and%20Proposals%20(RFAs/RFPs)Forms

[Application Checklist And Required Sequence](#)

[Application Cover Sheet](#)

[Grant Award Face Sheet And Instructions \(CalEMA 2-101\)](#)

[Project Contact Instructions and Information \(CalEMA 2-102\)\)](#)

[Signature Authorization And Instructions \(CalEMA 2-103\)](#)

[Certification Of Assurance Of Compliance - VOCA \(CalEMA 2-104ef](#)

[Federal Grant Funds Log \(CalEMA 2-105\)](#)

[Application Budget \(CalEMA 2-106\) – Budget Narrative \(CalEMA 2-107\)](#)

[Budget Forms \(Excel spreadsheet format\) – a. With Match](#)

[Personal Services – Salaries/Employee Benefits](#)

[Operating Expenses](#)

[Equipment](#)

[Project Narrative \(CalEMA 2-108\)](#)

[Operational Agreement Summary \(Cal EMA 2-160\)](#)

[Noncompetitive Bid Request Checklist \(CalEMA 2-156\)](#)

[Out Of State Travel Request \(CalEMA 2-158\)](#)

[Emergency Fund Procedures \(CalEMA 2-153\)](#)

[Other Funding Sources \(CalEMA 2-151\)](#)

[Prior, Current, and Proposed CalEMA Funding \(CalEMA 2-152\)](#)

[Project Service Area Information \(CalEMA 2-154\)](#)

[Computer and Automated Systems Purchase Justification \(CalEMA 2-157\)](#)

[Reporting Alien Convictions \(CalEMA 2-159\)](#)

[California Map](#)

**CALIFORNIA EMERGENCY MANAGEMENT AGENCY
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**SPECIAL EMPHASIS VICTIM ASSISTANCE PROGRAM
REQUEST FOR APPLICATION**

PART I – INFORMATION

A. INTRODUCTION

This Request for Application (RFA) provides the information and forms necessary to prepare an application for the California Emergency Management Agency (CalEMA) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and is accessible at www.oes.ca.gov, by selecting the “Justice Programs” tab, then “Grant Applications & Proposals (RFAs/RFPs),” then looking in the “Related Links” for “*Recipient Handbooks*.”

B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be submitted to the below contact person by telephone, fax, or e-mail.

***Bill Swearingen, Senior Criminal Justice Specialist
Victim/Witness Section***

Tel: (916) 324-3217

Fax: (916) 324-8554

Bill.Swearingen@oes.ca.gov

C. APPLICATION DUE DATE (S) AND SUBMISSION OPTIONS

One original and one copy of the application must be delivered to CalEMA’s Law Enforcement and Victim Services Division by the date and time indicated below. **Please use binder clips or rubber bands not staples to bind the application original and copy.**

Since there are two separate grant periods, the following grant recipients with a **start date of July 1, 2009 and end date of June 30, 2010 must submit the application by June 5, 2008;**

- City of Los Angeles;
- County of Los Angeles;
- County of Mendocino;
- County of Orange;
- County of Placer;
- County of Riverside;
- County of Sacramento;
- City and County of San Francisco (2);
- County of San Mateo;
- County of Tulare;
- County of Ventura; and
- County of Yuba.

The remaining grant recipients with a **start date of October 1, 2009 and end date of September 30, 2010 must submit the SE application by June 26, 2009;**

- County of Kings;
- County of Kern;
- County of Monterey; and
- County of San Bernardino.

Submission options are:

1. Regular and Overnight mail, **postmarked by the corresponding date listed above** to:

California Emergency Management Agency (CalEMA)
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: SPECIAL EMPHASIS VICTIM ASSISTANCE PROGRAM – RFA
Victim/Witness Section

2. Hand delivered by **5:00 p.m. on the corresponding date listed above** to:

California Emergency Management Agency (CalEMA)
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: SPECIAL EMPHASIS VICTIM ASSISTANCE PROGRAM – RFA
Victim/Witness Section

D. ELIGIBILITY

To receive funding under this program, applicants must be designated a local unit of government, currently operational and receiving CalEMA grant funding for the Special Emphasis Victim Assistance (SE) Program.

E. FUNDS

Funds for this Program are derived from Victim of Crime Act (VOCA) funds. It is anticipated there will be approximately \$1,870,000 available to fund the Special Emphasis Victim Assistance Program in FY 2009/10. The allocation for each program for this year is \$110,000 with a required match of 20% based on the Total Project Cost.

Projects must budget for a twelve (12) month grant period in accordance with their grant period as stated in *Part I, C. Application Due Date(s) and Submission Options*. If the funding amount changes, you will be notified and required to submit new budget pages reflecting the new amounts. Continuation funding beyond the grant period end date is contingent upon the availability of future VOCA funds.

Use of VOCA Funds

The following guidelines apply to VOCA funds:

- Funds may be used for organizational memberships in no more than three national or state criminal justice or victims' organizations per year.

- Funds are restricted to the provision of **direct services for crime victims**.
- Funds may be used for administrative costs supporting direct client services, e.g. data collection.
- Funds may NOT be used for indirect costs, which must be computed using the rate specified in the Grant Recipient Handbook, Section 2220, and must be paid with other fund sources.
- Funds may NOT support services and activities to incarcerated individuals even when the service pertains to the victimization of that individual.
- Funds may be used for costs related to conducting community and school presentations when the primary purpose of the presentation is to identify crime victims and provide, or refer, victims to needed services (e.g., salaries, materials, brochures and newspaper notices).
- Applicants **must use volunteers**.
- Applicants must not charge crime victims for services provided under the SE Program.
- Applicants must promote coordinated public/private efforts to aid crime victims (participate on state/federal/local task forces, commissions, working groups, coalitions, etc.), and develop written agreements contributing to better services for crime victims. These types of activities benefit crime victims and **must be undertaken by victim service organizations in order to be eligible to receive VOCA funds**. Therefore, **these types of activities may not be supported with VOCA funds**, which are restricted in their use to provision of direct victim services.
- Original publications (written, visual or sound) produced in whole or in part with VOCA funds must contain the following statement:

Funding is made possible through the United States Department of Justice, Victims of Crime Act, 2009-VA-GX-0055.

By signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act. The applicant/grantee further agrees that it will require the language in this certification be included in any sub-awards which contain provisions for the victim/witness assistance services and that all sub-grantees shall certify accordingly.

Match Requirement

Projects must clearly identify staff positions, including match, in the budget pages. VOCA funds and the required match is restricted to direct services to crime victims. In addition, services to witnesses other than the crime victim are prohibited with VOCA funds and their required match.

The federal program guidelines specify a cash/in-kind match of 20 percent for VOCA. When used to augment the project, expenditures for items such as personnel, operating expenses or equipment are considered a match if not in violation of prohibition on supplanting (see Supplanting Prohibited). Details for calculating match are stated below.

VOCA requirements DO NOT allow federal funds to be used for administrative costs, lobbying or community prevention/education programs except for the identification and provision/referral of services for crime victims. Projects may, however, budget up to \$2,000 for the required fiscal audit.

To calculate the match, divide the grant award amount by 80% (remaining percentage after VOCA 20% match) to determine the total project cost. Then subtract the grant award amount to determine local match.

<u>TOTAL PROJECT COST EXAMPLE</u>	
	<u>VOCA (80%)</u>
Grant Amount	= \$110,000
Divide \$110,000 by .80	= \$137,500 (Total project cost)
Subtract Grant Amount	= \$110,000 (80%)
Local Match	= \$27,500 (20%)

F. PROGRAM INFORMATION

The SE Program provides funds to currently funded local government to provide direct services and outreach to Special Emphasis crime victims. Special Emphasis crime victims are defined as individuals who have been victimized by a specific violent crime and are presently underserved (e.g. family members of homicide, the elderly, gang related crimes, or drunken driving victims and their families).

The primary purpose of the VOCA Special Emphasis Victim Assistance Program is to:

- provide direct assistance to innocent victims of violent crime;
- assist victims of crime as soon as possible after the crime;
- reduce the severity of the psychological consequences of the victimization;
- improve the victims willingness to cooperate with the criminal justice process; and
- restore the victim's faith in the criminal justice system.

VOCA funds are intended to fund only activities associated with providing direct services to crime victims. Services to witnesses other than the crime victim, is prohibited.

The following are services and activities allowable under the Special Emphasis Victim Assistance Program:

1. Services to immediately respond to the emotional and physical needs (excluding medical care) of crime victims as described in Part I, G. *Service Standards*;
2. Services and activities to assist victims in understanding the dynamics of victimization and in stabilizing their life;
3. Activities necessary to enable a victim to participate in the criminal justice system;
4. Services to assist victims with managing practical problems created by the victimization such as acting on behalf of the victim with service providers, creditors, and/or employers; and
5. Supervision of direct service providers if such supervision is necessary to providing direct services to crime victims (i.e. a supervisor of volunteers that provide direct services).

G. SERVICE STANDARDS

There are two categories of victim services: Mandatory and Optional.

Mandatory Services

The following services are primary to the maintenance of a comprehensive Special Emphasis Victim Assistance Program and respond to the basic rights and needs of victims. The term client is synonymous with victim:

1. Crisis Intervention

Intervention is any in-person or telephone contact with a client who, at any time, has been negatively affected or is in emotional crisis as a result of a crime or potential crime. After victimization, when the client is in need of crisis counseling the center shall provide the necessary intervention services and arrange for the provision of needed services by local service agencies, as frequently as needed.

2. Emergency Assistance

Emergency assistance is any immediate financial intervention in response to a client's basic material needs, within the first 24 hours after in-person or telephone contact is made with the victim/witness.

At the initial or subsequent contact and assessment of a client's material needs, projects must provide and/or arrange emergency assistance and appropriate local agency services if needed. Assistance provided directly by the projects is subject to availability of resources.

3. Resource and Referral Assistance

Resource and referral assistance is a non-emergency referral, based on the client's request or advocates assessment, to individual(s) or agencies that may provide goods or services necessary to the client, but not provided by the center.

Centers are also encouraged to initiate contact with all appropriate local agencies and form local committees to meet regularly in coordinating services to victims.

4. Direct Counseling

Direct counseling refers to any in-person or telephone contact with a client who is not in emotional crisis resulting from a crime, for the purpose of providing guidance or emotional support.

Included would be contact with client for emotional support, empathic listening, checking on a client(s) progress, etc. Such direct counseling will be at a level that does not require licensed professionals. Center staff will make referrals to other appropriate resources for client(s) having professional counseling needs.

5. Victim of Crime Claims

The SE Program staff will inform and assist clients in preparing applications for compensation. The advocate's role does not include determination of eligibility of a client. Advocates should not discourage a client from filing an application. Centers shall inform clients of the right to file an application; however, centers are not required to represent all clients in the compensation process.

The amount of time an advocate spends assisting a client with the application process will be determined by the center on a case-by-case basis as part of the advocate's role as a case manager.

6. **Property Return**

Upon request from the client, centers must actively assist in obtaining the return of a client's property held as evidence by the criminal justice system. In cases where property cannot be returned, an explanation will be provided to the client or family member.

7. **Orientation to the Criminal Justice System**

As needed, centers will provide clients with in-person or telephone information on the location, procedures and functioning of the local criminal justice system. Centers should have printed information available in languages appropriate to local ethnic or language needs.

8. **Court Escort**

Upon the request of the client or as deemed necessary by the center's staff, provide information on the case and/or support during court appearances or interviews with law enforcement and prosecutors. ***The client must have physical accompaniment for the "Court Escort" service to be counted.*** Clients who are assisted by staff in preparation for court appearances or interviews, but are not accompanied, are being provided "Orientation to the Criminal Justice System," and that service should be counted.

9. **Public Presentations and Publicity**

Projects must promote public awareness of their services that identify and refer crime victims to services through the use of public media (e.g., newspapers, radio, television) and presentations to victim services organizations and community groups, service organizations and community groups, service clubs, and schools. Centers are encouraged to participate in media/public awareness related events promoting victim services, including the annual Victims' Rights Week.

10. **Case Status/Case Disposition**

Upon request from the client, centers will advise client of the progress and disposition of their case as it progresses through the criminal justice system.

11. **Notification of Family/Friends**

Upon request from the client, centers will notify a client's relatives and/or friends of the occurrence of a crime and the client's condition as a result of that crime.

12. **Employer Notification/Intervention**

Upon request from the client, centers will inform an employer(s) that their employee was a victim-witness to a crime, and/or notify the employer(s) as to the condition of the client as a result of the crime. Upon request from the client, encourage the employer(s) to minimize any loss of pay or other benefits, where the occurrence of the crime has caused, or will cause an employee to lose time from work as a result of participation in the criminal justice system.

Optional Services

The following services are not required, but may be provided by the project if time and resources are available:

1. Employer Intervention

Any other intervention with the client's employer not provided in Mandatory Services.

2. Creditor Intervention

Intercede on behalf of clients requesting assistance in informing creditors of their temporary inability to meet current financial obligations due to the aftermath of the crime.

3. Child Care Assistance

The center may assist with arranging for temporary childcare while a client is appearing in court, meeting with prosecution or law enforcement officials or otherwise taking part in criminal justice proceedings. The advocate shall not provide direct childcare.

4. Witness Notification

This service pertains to notification of cancellations or changes in scheduled court appearances for witnesses in *project related cases*. NOTE: Services to witnesses other than the crime victim are prohibited.

5. Funeral Arrangements

Upon request from the client, assist family members of deceased victim/witness with funeral/burial arrangements.

6. Witness Protection

Arrange for law enforcement protection or relocation to a new residence when a witness' safety is threatened. NOTE: Services to witnesses other than the crime victim is prohibited.

7. Temporary Restraining Order (TRO) Assistance

Assist client in obtaining temporary restraining orders.

8. Transportation Assistance

Assist with arranging or providing transportation for victims and witnesses.

9. Court Waiting Area

Provide a waiting area for victims and witnesses during court proceedings separate from defendants, defendant's families, and/or friends of defendants.

H. ADA COMPLIANCE

Applicants must be in compliance with the Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. 12101, et seq., and Title 28 of the Code of Federal Regulations, part 35. The applicant shall operate so that each service is accessible to and usable by individuals with disabilities. Applicants may comply with the requirements of this section through such means as redesign of equipment, reassignment of services to accessible buildings, assignment of aides to beneficiaries, home visits, delivery of services at alternative accessible sites, alteration of existing facilities and construction of new facilities, use of accessible rolling stock or other conveyances, or any other methods that result in making its services, programs, or activities readily accessible to and usable by individuals with disabilities.

Applicants must ensure that communication with individuals with disabilities is as effective as communication with others without disabilities. This includes the use of telecommunications systems for communications by telephone. Applicants must also ensure that individuals with impaired vision or hearing can obtain information as to the existence and location of accessible services, activities, and facilities, as well as provide appropriate signage. **This includes all written materials (i.e. brochures, applications, consents, videos, etc.)**

Applicants must ensure that all aspects of employment comply with ADA, including the application process (recruitment, hiring) and employment tasks.

I. PREPARING AN APPLICATION

Included in the Table of Contents is a link to an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

Please provide the required application components in the order listed below:

- Application Cover Sheet;
- Grant Award Face Sheet (CalEMA 2-101);
- Project Contact Information;
- Signature Authorization and Instructions;
- Certification of Assurance of Compliance; VOCA and VAWA;
- Project Narrative;
- Budget Narrative and the Project Budget (CalEMA 2-106a);
- Project Service Area Information (CalEMA 2-154);
- Application Appendix (refer to Part II, C.);
- Operational Agreements Summary (CalEMA 2-160);
- Organizational Chart;
- Project Summary (CalEMA 2-150)

NOTE: Pay special attention to the forms required. Failure to submit the correct forms will result in the application being returned.

**CALIFORNIA EMERGENCY MANAGEMENT AGENCY
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**SPECIAL EMPHASIS VICTIM ASSISTANCE PROGRAM
REQUEST FOR APPLICATION**

PART II – INSTRUCTIONS

The instructions in this section correspond to each of the application components and to the forms required to complete the application.

The applicant must use the forms provided in *Forms* ([FORMS](#)) and plain 8½" x 11" white paper for the application. The blank Project and Budget Narrative pages on the website have been pre-formatted to CalEMA standards. If you create your own computer-generated Project and Budget pages, the format must duplicate the CalEMA pre-formatted pages.

Copies of the application must be assembled separately and individually clipped in the upper left corner. ***Do not staple application original or copy.***

A. PROJECT BUDGET (CalEMA 2-106a)

The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. Include in the budget **only** those items covered by grant funds, including match funds when applicable. The applicant may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, the applicant should not include in the project budget any matching funds in excess of the required match. Budgets are subject to Cal EMA modifications and approval.

CalEMA requires the applicant to develop a ***line item detailed*** budget which will enable the project to meet the intent and requirements of the program, ensure the successful and cost effective implementation of the project. Failure of the applicant to include required items in the budget does not eliminate responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the *Recipient Handbook* at www.oes.ca.gov. Select "*Recipient Handbook*" for additional information concerning CalEMA budget policy or to determine if specific proposed expenses are allowable. Contact the person listed on page 1-subsection B of this RFA should you have additional budget questions.

1. Budget Narrative

The applicant is required to submit a narrative with the project budget. The narrative must be typed and placed in the application behind the budget pages. In the narrative describe:

- How the applicant's proposed budget supports the objectives and activities.
- How funds are allocated to minimize administrative costs and support direct services.
- The duties of project-funded staff, including qualifications or education level necessary for the job assignment.
- How project-funded staff duties and time commitments support the proposed objectives and activities.
- Proposed staff commitment/percentage of time to other efforts, in addition to this project.

- The necessity for subcontracts and unusual expenditures (if applicable).
- Mid-year salary range adjustments (if applicable).

2. **Specific Budget Categories**

(Please note the proper budget format to use for SE projects is CalEMA 2-106a found in the “*FORMS*” folder on the CalEMA website)

Please note: There is an Excel Workbook available in “Forms” (FORMS) with spreadsheets for each of the following three budget categories:

- *Personal Services – Employee Salaries/Benefits;*
- *Operating Expenses; and*
- *Equipment.*

The left column of each budget category on the Spreadsheet requires line item detail including the calculation and justification for the expense. Enter the amount of each line item and match in the correct column of the Budget Category form. The spreadsheet will add each addition and round off the nearest whole dollar. You may add extra rows if necessary. The spreadsheets total at the end of each budget category and total the three spreadsheets at the bottom of the last page (Equipment). The total of the budget, including each funding source and/or match amount, must correspond to the amount of the Total Project Cost (Block 10G) on the Grant Award Face Sheet.

The bottom of the Equipment Category form contains a format for identifying the project total and fund distribution. This section must be completed and submitted even if there are no line items identified in the equipment category.

a. Personal Services – Salaries/Employee Benefits:

1) **Salaries**

Personal services include services performed by project staff directly employed by the applicant and must be identified by position and percentage of salaries. These may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If the applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the applicant must be shown as participating staff (see *Recipient Handbook*, Section 4500) in the Operational Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, B.2.b. - Operating Expenses - paragraph two.)

2) **Benefits**

Employee benefits must be identified by type and percentage of salaries. The applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable

budget items. Benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

Any retirement debt related allocated expenses for former employees of the agency are NOT allowable expenses using VOCA funds.

b. Operating Expenses:

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$5,000 per unit (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category. Otherwise these fall under equipment expenses.

Salaries for staff not directly employed by the applicant must be shown as consultant and/or participating staff costs (whichever is applicable per *Recipient Handbook* Sections 3710 and 4500) under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the recipient and made available for review during an CalEMA site visit, monitoring visit, or audit. In the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses category.

c. Equipment:

Equipment is defined as nonexpendable tangible personal property having **a useful life of more than one year** and an acquisition cost of \$5,000 or more per unit (including tax, installation, and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

B. PROJECT NARRATIVE

The project narrative is the main body of information describing the problem to be addressed, the plan to address the problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

1. Problem Statement (maximum 1 page)

The performance history/problem statement section is a narrative that explains the development of your center and how it has evolved. Describe the resources you have and any growth in services. Explain what is missing today in terms of services and resources. For example, do you address all crime or do you limit to specific crimes and services due to the lack of available resources? Look at this as a report of your project's past performance, then describe what is still needed and why. Address any particularly unique problem in your county and why it is a problem.

2. Plan and Implementation

Describe the activities you will take to establish and maintain the following service requirements:

- Provide the mandatory services;
- Conduct field visits and, when appropriate, provide intervention and counseling services;
- **Recruit and use volunteers** to augment paid staff in the delivery of victim and witness services. In addition, projects must provide new and continuing volunteers with both structured and on-the-job training appropriate to their specific assigned duties. Discuss how your agency fulfills the mandatory requirement of VOCA volunteers, **including how you recruit them, what typical duties are assigned to volunteers and how their time is documented.**
- **NEW: If you are experiencing difficulty obtaining volunteers, you must describe in detail what recruiting/outreach has been attempted, what new efforts you will explore during the new program year, what typical duties would be assigned if you had volunteers and how you would document their time as a volunteer.** Also, projects must conduct a background check (i.e., fingerprinting, name check, etc.) on all prospective volunteers prior to acceptance into their program and assignment of duties (VOCA funds cannot pay for this service);
- Provide services that are responsive to the special needs of victims (e.g., elderly or disabled victims). Include a description of how the project is designed to provide the following ADA-legislated special services to victims in conjunction with mandatory and optional services:
 - hearing impaired, **including sign language interpreter services arrangements;**
 - disabled, **including detail description of alternate formats of all forms, brochures, application and other forms used for site impaired victims;**
 - elderly; and
 - Employ multi-lingual staff and/or maintain a listing of available translators.

Describe how, from where, and when, the project receives referrals. Projects are encouraged to review their existing referral procedures to ensure they are receiving referrals on the most serious cases likely to result in trauma to the victim or victim's family.

Give a summary description of the working relationships with other agencies and the content of your operational agreements (OAs). The *Operational Agreements Summary Form* must be completed and is provided in "*Forms*" ([FORMS](#)).

Either your *Operational Agreements Summary Form* or your project narrative must identify which agencies listed on the summary form are providing victim services to the

three VOCA required victim groups: sexual assault, domestic violence and children crime victims.

The Application must include a current organizational chart with all positions funded by the project, including supervisors as appropriate. It must show the relationships between the governing body, the organization, the project, project staff, project volunteers and the lines of supervision. **Job titles on the organizational chart must match those in the Budget.**

C. APPLICATION APPENDIX

The Application Appendix provides CalEMA with additional information from the applicant to support components of the application. The following must be included:

- Operational Agreements (OAs) Summary Form (CalEMA 2-160) must be completed and included in your application. Maintain actual OAs on file at the project (available to CalEMA program staff upon request), but do not submit with this Application. List those agencies, organizations and individuals with whom the project will have OAs for FY 2009/10 and the years covered by those agreements (one, two or three years). A new OA need not be obtained if the current one covers FY 2009/10. When this is not the case, a new OA for FY 2009/10 must be obtained. OAs must be on file at the project by July 1, 2009.

OA's must be dated and contain original signatures, titles, and agency names for both parties. ***At a minimum, each Special Emphasis Victim Assistance project should have operational agreements with local Domestic Violence Centers, Rape Crisis Centers and agencies that provide services for child crime victims.*** The OA should include each agency's roles and responsibilities and the services/resources they will be providing. For the purpose of this RFA, the terms OA and Memorandum of Understanding (MOU) are synonymous.

- Organizational Chart (see Part II, page 13 – above -- for requirements);
- Project Service Area Information (CalEMA 2-154);
- Other Funding Sources (CalEMA 2-151);
- Prior, Current, and Proposed CalEMA Funding (CalEMA 2-152);
- Emergency Fund Procedures (CalEMA 2-15153), if applicable;
- Out of State Travel Request, (CalEMA 2-158), if applicable;
- Computer and Automated Systems Purchase Justification Guidelines (CalEMA 2-157);
- Noncompetitive Bid Request (CalEMA 2-156), if applicable.

**CALIFORNIA EMERGENCY MANAGEMENT AGENCY
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**SPECIAL EMPHASIS VICTIM ASSISTANCE PROGRAM
REQUEST FOR APPLICATION**

PART III – ADDITIONAL INFORMATION

The applicant is strongly encouraged to review the following sections in preparing the application.

- A. Finalizing the Grant Award Agreement
- B. Administrative Requirements
- C. Budget Policy
- D. Glossary of Terms

A. FINALIZING THE GRANT AWARD AGREEMENT

1. Standard Project Funding Authority

Allocation of funds is contingent on the enactment of the State Budget. CalEMA does not have the authority to disburse funds until the budget is passed and the Grant Award Agreement is fully executed. Expenditures incurred prior to authorization are made at the project's own risk and may be disallowed. When the executed grant is received, and the State Budget is finalized, authorized expenditure reports may be submitted for reimbursement of expenditures incurred subsequent to the effective date of the grant award agreement.

If, during the term of the grant award, the state and/or federal funds appropriated for the purposes of the grant award are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, CalEMA may immediately terminate or reduce the grant award by written notice to the recipient. However, no such termination or reduction shall apply to allowable costs already incurred by the recipient to the extent state or federal funds are available for payment of such costs.

CalEMA Grant Award Agreements are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to execution of the Grant Award Agreement.

2. Processing Grant Awards

a. Grant Award Conditions

CalEMA may add one or more grant award conditions to the Grant Award Agreement prior to or after funding. If conditions are added, they will be discussed with the applicant and a copy of the conditions will be sent to the grant recipient when the conditions are made part of the Grant Award Agreement. Grant award conditions may include requirements for sole source justification, a computer feasibility study, or other requirements deemed necessary by CalEMA.

b. Grant Award Agreements

A copy of the executed Grant Award Agreement and pertinent attachments will be sent to the Project Director. The recipient is not authorized to incur costs against the grant until a copy of the fully executed Grant Award Agreement is received.

c. Grant Award Amounts

When the amount of funds available is limited, CalEMA may reduce the amount of the grant award from the amount requested by the applicant. In addition, CalEMA reserves the right to negotiate budgetary changes with the applicant prior to executing the Grant Award Agreement. If either of these actions is required, CalEMA will notify the applicant prior to executing the Grant Award Agreement.

B. ADMINISTRATIVE REQUIREMENTS**1. The Recipient Handbook (RH)**

The *Recipient Handbook* is accessible on our website at www.oes.ca.gov. Select the “Justice Programs” tab, then “Grant Applications & Proposals (RFAs/RFPs),” then look in the “Related Links” for “*Recipient Handbook*.” The *Recipient Handbook* contains administrative information and requirements necessary to implement the project. Recipients must administer their grants in accordance with the *Recipient Handbook* requirements. Failure to comply with these requirements can result in the withholding or termination of the grant award.

The information below may be cross referenced with the *Recipient Handbook* (RH) by referencing the handbook section number.

2. Internet Access (RH 11500)

Funded projects are required to maintain Internet access with an established e-mail address. Grant funds may be used for this purpose unless specifically prohibited by the terms of the program.

3. Progress Reports and Data Collection (RH 10100)

Funded projects are required to participate in data collection and to submit progress reports required by the program. Projects are required to keep accurate records to document the information reported in the progress reports. The records must be kept by the project for a period of three years. During site/monitoring visits, CalEMA will review these records for accuracy and compare them with the reported data submitted on the progress reports.

4. Monthly/Quarterly Report of Expenditures and Request for Funds (CalEMA 201) (RH 6300)

Community-based organizations shall submit a monthly Report of Expenditures and Request for Funds (CalEMA 2-201) unless they request a quarterly reporting period. Government and education agencies receiving funds will be required to report on a quarterly basis. This form is due within 30 calendar days of the end of the reporting period and must be submitted whether or not the project has incurred expenses. Delays in submitting the form CalEMA 2-201 will result in the withholding of funds and may result in the recommendation to CalEMA’s Executive Secretary for termination of the grant award.

5. Technical Assistance/Site Visits (RH 10300)

Funded projects are assigned a CalEMA program specialist to oversee the progress of the project in achieving its goals, objectives and compliance with the Grant Award Agreement. Program specialists are available to assist the project in the successful implementation of the project and in meeting the administrative requirements of the Grant Award Agreement. New projects should expect a site visit from the assigned program specialist within the first six months of the grant period. Follow-up site visits will be conducted periodically throughout the life of the grant. Projects may request a site visit to obtain technical assistance.

6. Monitoring Requirements (RH 10400)

A monitoring visit is an onsite assessment by CalEMA staff to determine if the project is in compliance with the terms of the program, the Grant Award Agreement, the Program Guidelines, the RFA/RFP, and the *Recipient Handbook*. Projects will be monitored on a random or as-needed basis.

7. Bonding Requirements (RH 2160)

Private community-based organizations (CBO) and American Indian organizations are required to obtain and send to CalEMA a notarized copy of a blanket fidelity bond or equivalent insurance contract applicable to officials and employees of CalEMA-funded projects within 60 days of the signed Grant Award Agreement. Failure to comply with this requirement may result in the withholding of grant funds or termination of the Grant Award Agreement. The beneficiary named on the bond or an endorsement must include the "State of California, California Emergency Management Agency" and include the Grant Award number for identification purposes.

The time period covered by the bond must include the effective date and time period of the grant, including extensions. The bond must be in an amount equal to 50 percent (50%) of the total grant award and may have a deductible in an amount not to exceed one percent (1%) of the bond.

A bond is not required of a recipient sponsored by units of government. CBOs sponsored by units of government may submit documentation indicating this in lieu of the bond or insurance contract, unless specifically required terms of the program or grant award conditions.

8. Audit Requirements (RH 8100)

To safeguard CalEMA assets and to ensure all funds are accounted for, CalEMA requires that organizations receiving a CalEMA grant award(s) be audited in accordance with *Recipient Handbook* section 8100.

9. Copyrights, Rights in Data, and Patents (RH 5300-5400)

CalEMA owns rights of and reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use, in whole or in part, material produced by activities supported by a Grant Award Agreement. These ownership rights are detailed in the *Recipient Handbook*.

10. Source Documentation (RH 10111)

Recipients are required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities and achievements pertaining to the objectives outlined in the Grant Award Agreement. Recipients are to retain source documentation for progress reports on a quarterly basis regardless of submission requirements. Requirements and definitions for program specific source documentation are delineated in the terms of the program. Recipients will be required to have written job descriptions on file for positions funded by CalEMA detailing specific grant-related activities to achieve project objectives.

C. BUDGET POLICY

This document summarizes information on CalEMA Budget Policy contained in the *Recipient Handbook*. Additional information may be obtained by accessing the *Recipient Handbook* at www.oes.ca.gov, by selecting the “Justice Programs” tab, then “Grant Applications & Proposals (RFAs/RFPs),” then look in the “Related Links” for “*Recipient Handbook*.”

1. Supplanting Prohibited (RH 1330)

Grant funds must be used to supplement existing funds for program activities and **not replace** funds appropriated for the same purpose. A written certification must be provided to CalEMA indicating the grant funds will not be used to supplant existing funds. Supplanting will be the subject of application review, post-award monitoring, and audit. The rules on supplanting are found in Section 1330 of the *Recipient Handbook*.

2. Project Income (RH 6610)

Project income such as client fees and fees for services provided by the project (e.g., training, presentations, etc.), asset forfeitures, profits from the sale of project products, and conference proceeds as the result of a direct trade of time or products for money, must be used to offset or augment the grant unless otherwise specified in the RFA instructions. Project income cannot be used as matching funds unless otherwise specified in the RFA instructions.

3. Methods of Contracting and/or Procurement (RH 3400)

A competitive bid process is required to purchase equipment or consultant services with grant funds. Noncompetitive bid contracts are disfavored. Noncompetitive bid request approval by CalEMA program staff, is required prior to the purchase of equipment in excess of \$5,000, or to hire a specific consultant charging over \$5,000. Local units of government may use their approved procurement policy except for contracts over \$50,000, which require prior CalEMA approval. For organizations without a written procurement policy, a competitive bid process involves determining the specifications for the items needed and obtaining at least three bids from different vendors. Whenever a specific individual/organization name is identified in the project budget, a noncompetitive bid request will be required. CalEMA will provide assistance in submitting a noncompetitive bid request, if CalEMA determines it is in the best interest of the project. These procedures do not apply to funds shared with participating agencies under the terms of an Operational Agreement (see Section 4500, *Recipient Handbook*).

4. Match Requirements (RH 6500)

The RFA Instructions (Part II) may specify a cash or in-kind match. When used to augment the project, expenditures for items such as Personal Services, Operating Expenses, or Equipment are considered match if not in violation of the prohibition on supplanting. Match specified in the budget will become part of the grant award. (Specific instructions for calculating the match are provided in Sections 6550 – 6550.2 of the *Recipient Handbook*.)

5. Travel Policies

The following is CalEMA's current travel policy:

a. Travel and Per Diem (RH 2236)

The applicant may prepare the budget using its own travel policy or the state travel policy according to the following guidelines. Travel reimbursement will only be allowed based on actual costs.

1) Units of Government

Units of government may use their own written travel policy or the state policy.

2) Community-Based Organizations (CBO)

A community-based organization may use the state travel policy or the applicant's written policy up to the maximum rates allowed by the state travel policy.

b. State Travel and Per Diem Policy (RH 2236.2)

Use the following state travel policy for budgeting travel expenses:

1) Out-of-State Travel (RH 2236.11)

Out-of-state travel is restricted and only allowed in exceptional situations. Requests for approval for out-of-state travel must be submitted for CalEMA approval.

2) Mileage

When a privately owned vehicle is utilized on project-related business, a maximum of .55 cents per mile is allowed, unless a higher rate is justified. Documentation justifying a higher rate must be on file and available for audit, but should not be submitted with the application.

3) Meals and Incidentals

a) Breakfast \$8.00

Breakfast may be claimed when travel commences at or prior to 6:00 a.m. Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 8:00 a.m.

b) Lunch \$15.00

Lunch may not be claimed for travel less than 24 hours. Lunch may be claimed if the trip begins at or before 11:00 a.m. and may be claimed on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.

c) Dinner \$25.00

Dinner may be claimed if the trip begins at or before 4:00 p.m. Dinner may be claimed when travel terminates at or after 7:00 p.m., whether on a one-day trip or on the last day of a trip of more than 24 hours.

d) Incidentals \$7.00

Incidentals may be claimed for trips of 24 hours or more.

e) Total Per Diem

Total is \$55.00 for a 24-hour period.

4) Lodging

The maximum allowed lodging rate is \$84.00, plus applicable taxes (except as noted below). Lodging receipts are required for reimbursement.

5) Special Lodging Rates

The maximum allowed lodging rate in Los Angeles and San Diego counties is \$110.00, plus applicable taxes. The maximum for Alameda, San Francisco, San Mateo, and Santa Clara counties is \$140.00, plus applicable taxes.

6) Other

Taxi, airport shuttle, etc. which exceed \$10.00 must be supported by receipt. Parking in excess of \$10.00 must be supported by receipt.

6. Participating Staff

The term “participating staff” refers to salaried employees of a participating agency assigned to work with the recipient on the implementation of a project. The agreement between the recipient and the participating agency concerning participating staff must be reflected in the OA. Grant related costs associated with participating staff must be itemized in the operating expenses category of the grant budgets.

7. Independent Contractor / Consultant (RH 3710)

Consultant services are provided on a contractual basis by individuals or organizations not directly employed by the applicant (see *Personal Services – Salaries*). Independent contractors must not be used in lieu of employees. Independent contractors are defined as individuals or organizations meeting some or all of the following criteria:

- produce a specific product or service;
- work independently without direct supervision from the applicant;

- work on specific projects;
- provide services for a limited number of hours or period of time; and/or,
- have no agency management or oversight responsibilities directed toward the financial success or direction of the agency.

a. Rates (RH 3710.1)

The maximum rate for independent contractors is \$250.00 per hour (excluding travel and subsistence costs). A request for compensation over \$250.00 per hour requires **prior approval** from CalEMA and additional justification.

1) Independent Contractors Employed by State and Local Government

Compensation for independent contractors will be allowed when the unit of government can not provide services without this cost. In these cases, the rate of compensation is not to exceed the daily salary rate paid by the unit of government.

b. Expert Witness Fees (RH 3710.2)

Projects, which routinely utilize “expert witnesses” as independent contractors to conduct evaluations and provide expert testimony in the courtroom, may budget for this expense. However, the project may only be charged for costs above what the jurisdiction is required to cover. The maximum allowable rate for witness fees is \$250.00 per hour up to \$2,000.00 per day. The total amount budgeted for expert witness fees must not exceed ten percent (10%) of the project’s total budget. Requests for proposed expert witness costs must be accompanied by written justification indicating the following:

- qualifications, training, and experience of the expert(s), including a statement regarding recognition by the court of the individual as an expert;
- specialized certification/licensure [e.g., Masters in Social Work (MSW); Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT), Medical Doctor (MD)];
- rate of pay per hour, including documentation of a survey of the availability of similar consultants, the current “going rate,” and the proposed rate of pay with a cost breakdown if the expert is paid according to services (e.g., mileage, waiting time, court testimony);
- proposed services to be provided (e.g., analysis of forensic evidence, psychological evaluation);
- justification for why this cost cannot be paid with other funds (attach the justification to CalEMA 2-106b, formerly OES A303).

8. Facility Rental (RH 2232)

Up to \$21 per square foot annually (\$1.75 per square foot per month) is allowed for facility rental. If the rental cost for office space exceeds this rate, it must be consistent with the prevailing rate in the local area. This documentation must be on file and available for audit and should not be submitted with the application.

a. Rental Space for Training and Counseling Rooms

Rental space for training and individual and/or group counseling rooms may also be charged to the grant providing the charge is based on actual costs and not reimbursed by another source.

9. Rented or Leased Equipment (RH 2233)

An explanation and cost analysis is required when is equipment rented or leased. This analysis must demonstrate that it is more cost-effective to rent or lease the equipment than it is to purchase it, and must be approved by CalEMA prior to the execution of a rental or lease agreement.

10. Indirect Costs/Administrative Overhead (RH 2220)

Indirect costs are those not readily itemized or assignable to a particular project, but necessary to the operation of the organization and the performance of the project. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of indirect costs. Flat rates not exceeding ten percent (10%) of personnel salaries (excluding benefits and overtime) or five percent (5%) of the total direct project costs (excluding equipment) may be budgeted by the applicant for indirect costs if allowable by the funding source.

11. Audits (RH 8150)

Recipients expending between \$25,000.00 and \$499,999.00 in federal or state funds annually cannot use federal funds to reimburse for costs associated with audits.

Recipients expending \$500,000.00 or more in federal grant funds annually are required to secure an audit pursuant to OMB Circular A-133 and are allowed to utilize federal grant funds to budget for the audit costs.

- Specifically, the allowable audit costs are as follows: if the total project cost is less than or equal to \$150,000.00, the project may budget up to \$2,000.00 for the financial audit cost; or
- If the total project cost is greater than \$150,000.00, the project may budget up to one and a half percent (1.5%) of the total grant for financial audit costs.

12. Equipment (RH 2300)

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit (including tax, installation and freight).

A line item is required for each different type of equipment, but not for each specific piece of equipment (e.g., three laser jet printers should be one line item, not three).

a. Allowable Expenses

Equipment used solely for project activities may be budgeted if it is essential to the implementation of the project. Grant funds may not be used to reimburse the project for equipment already purchased.

Rented or leased equipment must be budgeted as an Operating Expense. Lease-to-purchase agreements are generally not allowable. If a lease-to-purchase is

requested, the project will be required to submit justification, including cost-effectiveness. Prior approval by CalEMA is required.

b. Computers and Automated Equipment (RH 2340)

1) Community-Based Organization (RH 2342.1)

Community-based organization may budget up to \$25,000 in computer equipment, software, and related costs. CalEMA will evaluate the proposed purchase on the basis of grant-related need. Prior approval by CalEMA is required. The Recipient will be sent instructions for preparing the justification.

2) Units of Government (RH 2342.2)

Units of government may budget for computer equipment, software, and related costs. CalEMA will evaluate the proposed purchase on the basis of grant-related need. CalEMA must give approval prior to purchase. If federal grant funds totaling in excess of \$100,000.00 are used for automated data processing purchases, prior federal approval is also required. The Recipient will be sent instructions for preparing the justification.

3) Computer Purchase Justification (RH 2341)

Approval for purchases of computers and automated equipment is contingent on the applicant's ability to demonstrate cost-effective, project-related need which is best demonstrated by clearly relating each computer system or component to the grant objectives and activities. The Recipient will be sent instructions for preparing the justification.

c. Automobiles (RH 2331)

Automobiles are not allowable items unless permitted by the terms of the program. If an automobile is included in the budget, substantial justification demonstrating the grant-related need will be required before finalization of the Grant Award Agreement. The justification must describe the need for the automobile, including the size of the service area, the need to provide direct service away from the office, and the reason why the agency will not allow personal automobile usage during work hours. A cost analysis for automobile purchase as compared to other options including lease and personal automobile use and mileage, must be done and kept on file for review by CalEMA's program staff during a site visit, monitoring visit, and/or audit.

13. Prohibited Expense Items (RH 2240)

a. Bonuses and Commissions (RH 2241)

Projects are prohibited from paying any bonus or commission to any individual, organization or firm unless specifically authorized by the terms of the program

b. Lobbying (RH 2242)

Refer to RH 2242.1 for an extensive list of prohibited activities.

c. Fundraising (RH 2243)

CalEMA grant funds cannot be used for organized fundraising including financial campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred solely to raise capital or obtain contributions.

d. Real Property and Improvements (RH 2244)

Real property including land, land improvements, structures and their attachments, and structural improvements and alterations are not allowable expenditures unless authorized in the RFA instructions.

e. Interest, Charges, Fee and Penalties (RH 2245)

1) Interest

The cost of interest payments is not an allowable expenditure, unless the cost is a result of a lease/purchase agreement.

2) Charges, Fees, and Penalties

Charges, Fees and Penalties Finance charges, late payment fees, penalties, and returned check charges are not allowable expenditures.

f. Food and Beverages (RH 2246)

The cost of food and/or beverages at grant-sponsored conferences, meetings, or office functions is not an allowable expenditure.

g. Weapons and Ammunition (RH 2247)

The cost of weapons and/or ammunition of any type are not an allowable expenditures unless they are part of a governmental negotiated benefit package or are specifically authorized in the RFA instructions.

h. Membership Dues (RH 2248)

The cost of membership dues for the licensing or credentialing of professional personnel is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized in the RFA instructions.

i. Professional License (RH 2248)

The cost of a professional license is not an allowable expenditure unless specifically authorized in the RFA instructions.

j. Annual Professional Dues or Fees (RH 2248)

The cost of professional dues or fees are not allowable expenditures unless it is part of a governmental negotiated benefit package or are specifically authorized in the RFA instructions.

k. Depreciation (RH 2249)

Equipment costs may not include additional costs calculated for depreciation.

GLOSSARY OF TERMS

TERM	DEFINITION
Activity	The specific steps or actions that a project takes to achieve a measurable objective.
Administrative Agency or Recipient	The agency or organization designated on the Grant Award Face Sheet who is the programmatic Recipient of the grant funds and will accomplish the planned objectives and program goals (e.g., County of Alameda, City of Fresno, State Department of Justice, Fairfield Youth Services Bureau). The Recipient was formerly referred to as the “Grantee”.
Application	Once selected for funding, the original proposal plus any additional forms as required by CalEMA becomes the application. This application, once signed by CalEMA and the local government agency or organization authorized to accept grant funding, becomes the Grant Award/Grant Award Agreement.
CFR	Code of Federal Regulations
Community-based Organization (CBO)	A nonprofit, public benefit corporation.
Competitive Bid	A contract process used when all suppliers are equally or nearly equally qualified to provide the services.
Equal Employment Opportunity Plan (EEOP)	A comprehensive plan that analyzes the agency’s workforce and all agency employment practices to determine their impact on the basis of ethnicity and gender. The objective of the EEOP is to ensure nondiscrimination in all areas of employment (e.g., recruitment, hiring, promotions, etc), and in the delivery of services and benefits.
Equal Employment Opportunity Checklists (EEO)	An EEO Checklist is a document used by program staff while conducting site/monitoring visits. The checklists (A and B) were prepared to assist CalEMA in verifying that recipients are in compliance with State and Federal Civil Rights Laws.
Grant Award Agreement	The signed final agreement between CalEMA and the local government agency or organization authorized to accept grant funding. (See Application.)
Grant Funding Cycle	The number of years a program may be funded without competition. A funding cycle is typically three years.
Grant Funding Period	The period of time, determined by the Request for Proposal (RFP) or the Request for Application (RFA), which the project narrative, objectives, activities, and budget cover. The time period is usually one year, and is shown on the Grant Award Face Sheet (CalEMA 2-101) (formerly OES A301).

TERM	DEFINITION
Implementing Agency	The agency or organization designated on the Grant Award Face Sheet that is responsible for the day-to-day operation of the project (e.g., probation department, district attorney, sheriff).
Monitoring Report Response Form	Form sent to the Recipient with the Monitoring report. The form is completed by the Recipient and returned to the CalEMA Local Assistance Monitoring Branch (LAMB) indicating the Monitoring Report is accurate or inaccurate as of the date of the Monitoring.
Noncompetitive Bid (NB)	A contract for goods or services, where only a single source that can provide the services or goods is afforded the opportunity to offer a price for the specified services or goods. (Contracts sometimes include goods as well as services, and this definition will also apply to those circumstances.)
Nonprofit Organization (aka Community Based Organization)	<p>A nonprofit, public benefit corporation as defined in the federal regulation of 28 C.F.R. Part 38, Department of Justice. This modifies the need to be recognized by the Internal Revenue Service as a 501(c)(3) for recipients of faith-based organizations. All organizations may qualify for nonprofit status using any one of the four following methods:</p> <ol style="list-style-type: none"> (1) Proof that the Internal Revenue Service recognizes the applicant has the status of a 501(c)(3). (2) A statement from a State taxing body or the State Secretary of State certifying that (i) the organization is a nonprofit organization operating within the State; and (ii) No part of its net earnings may lawfully benefit any private shareholder or individual: (3) A certified copy of the applicant's certificate of incorporation or similar document that clearly establishes the nonprofit status of the applicant; or (4) Any item described in (1) through (3) if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.
Objectives	A set of quantifiable projections to be carried out in order to accomplish the program goals.
On Site	Refers to the location of operation of the grant award recipient. If multiple sites exist, the site that provides the project recipients with program direction qualifies as the "on site location."

TERM	DEFINITION
Operational Agreement (OA)	A formal agreement between two or more agencies, which specifies the responsibilities of each agency in implementing the project. The term Operational Agreement also includes documents entitled Memorandum of Understanding, Letters of Intent, or other titles, but which serve the same purpose.
Participating Agency	An organization that receives grant funds through an Operational Agreement to participate in achieving the goals of a project. The participating agency must be a unit of government or a community-based organization.
Participating Staff	A salaried employee of a Participating Agency
Program	A specific set of goals and objectives established pursuant to legislative, congressional, or administrative action identifying an unmet need of the criminal justice system or victim services and supported by a set appropriation from state or federal funding sources.
Project	The implementation of a Program by a Recipient. The project includes all of the grants implemented by the Recipient under that Program regardless of the year of implementation.
Proposal	The packet of forms and narrative as requested by the RFP and submitted to CalEMA that specified the priorities, strategies, and objectives of the applicant.
Recipient Handbook	This handbook outlines the terms and conditions required of grant projects. Funded projects must administer their grants in accordance with these administrative and fiscal conditions. The <i>Recipient Handbook</i> is accessible in the "Related Links" section of the CalEMA website at www.CalEMA.ca.gov under "Justice Programs", "Grant Applications & Proposals (RFAs/RFPs)" and " <i>Recipient Handbooks</i> ." The <i>Recipient Handbook</i> was previously called the " <i>Grantee Handbook</i> ".
Request for Application (RFA)	The RFA is a noncompetitive process issued by CalEMA to obtain applications from applicants previously selected for funding.
Request for Proposal (RFP)	The Request for Proposal is issued by CalEMA to solicit competitive proposals in order to select projects for funding.
Single Source	This term has been replaced by the term "noncompetitive bid".
Sole Source	This term has been replaced by the term "noncompetitive bid".
Source Documentation	Records that validate project activities and achievements as they pertain to the objectives outlined in the Grant Award Agreement.

TERM	DEFINITION
Supplanting	To reduce federal, state, or local funds because of the existence of CalEMA funds. Supplanting occurs when a Recipient deliberately replaces its non-CalEMA funds with CalEMA funds, thereby reducing the total amount available for the stated purpose.
Terms of the Program	The applicable Program Guidelines, application requests [Request for Proposal (RFP)/Request for Application (RFA)], grant award agreement, CalEMA policy statements, and applicable statutes. In the event the terms of the program are inconsistent with the provisions of this handbook, the terms of the program shall be interpreted and construed as superseding the provisions of this handbook.
USC	United States Code